
**Alaska Department of Labor and Workforce Development
Division of Business Partnerships**



Grant Application Packet

DENALI YOUTH INITIATIVE



Youth Age 16 to 24

Eligible Applicants

A non-profit or for profit organization, educators, industry trainers, involved employers, community services agencies with the capacity to facilitate the training.

Total Available \$600,000

\$150,000 maximum per Application

Application Deadline

June 30, 2005

Submit Applications to:

Division of Business Partnerships
Department of Labor and Workforce Development
State of Alaska
1016 W. 6th Avenue, Suite 205
Anchorage, AK 99501

Inquiries or Questions to:

Gerry McDonagh @ 269-4551

E-mail gerry_mcdonagh@labor.state.ak.us

OVERVIEW

The Denali Commission recommended the Denali Youth Initiative to establish a framework within rural Alaska that prepares youth between the ages of 16 to 24 for their first job. The Denali Youth Initiative is to prepare youth for employment in the Denali investment priorities of construction, maintenance, and operation of infrastructure for energy and health care. Rural youth are looking for:

- work that is of value;
- concentrated skill training that gives them access to a well paying job;
- a means to continue their education;
- an investment in training so they become employable;
- personal and peer support to overcome problems;
- a set of positive values strong enough to compete successfully with other forces and give meaning to life; and,
- a clear vision of who they can become.

This Initiative is designed so that participants will learn in structured courses to improve reading and math, and job skills with hands-on experience. Through the Initiative, skills are linked to community projects to build, maintain or repair infrastructure.

The Denali Youth Training Component is designed to help unemployed and undereducated young people between the ages of 16 to 24 achieve their GED or complete high school. The program will then provide the recent graduates with basic work education and training skills to help meet their education goals and to better prepare them for entry level positions in infrastructure construction, maintenance, and operation, where there are career opportunities.

A strong emphasis in the Initiative is placed on leadership development, community service, and the creation of a positive partnership with Youth Initiative supporters who are committed to the success and future sustainability of the youth programs.

The High Growth Energy Youth Component will provide opportunities for applicants to deliver career activities for youth in energy related occupations that include construction, mining, oil and gas, and transportation (land and sea). The purpose is to establish a future Alaskan workforce to build and maintain infrastructure and to develop Alaska's mineral, oil and gas resources and deliver them to the market.

Activities include informing high school aged youth about career potential through career fairs and specific short and long term academic and technical interventions that attract, educate, train, and place young Alaskans in work leading to a career in a high growth occupation.

Construction skills are the backbone of the workforce needed to develop and operate mines and oil/gas delivery systems. Future employment in construction work and energy jobs will require a high level of academic and technical training, both in the

classroom and on-the-job. This Initiative is designed to develop programs that will reach and teach youth today to prepare them for these higher paying jobs and careers tomorrow.

This Initiative will work in tandem with projects funded under the Denali Training Fund to ensure quality, focus, collaboration, and non-duplication of effort. This Initiative will set high standards, focus on quality and results, and require the involvement of industry, educators, and skill training providers.

The School to Apprenticeship or Pre-Apprenticeship Component will provide a link between vocational education programs and industry apprenticeship training programs. This is an innovative approach to education and training that allows students to become registered apprentices while completing their secondary school education. Students will be employed part-time as registered apprentices by local employers and will be expected to continue as full-time apprentices once they complete high school. Thus, the school to apprenticeship concept involves the employment of in-school youth in registered, apprenticeship trades and a direct transition from part-time to full-time apprenticeship employment.

Under the school to apprenticeship initiative, the objective is to place students in apprenticeship programs for approximately four hours per day during their final year of school and maintain passing grades. Eligible youth must be at least 16 years of age. A school to apprenticeship linkage agreement must be in place between the high school, employer/sponsor, and the apprenticeship program. A pre-apprenticeship program may be structured to include a period of four to eight weeks, taking place during or after school where youth can participate in activities that will lead to being accepted into a specific apprenticeship program.

A **mathematics** component should be included in all training programs, as it will increase the success of youth pursuing careers needed for Alaska's workforce. Mathematics is a major barrier for youth entering the trades. Anecdotal information from many apprenticeship programs indicates that both entry and retention in apprenticeship is contingent upon competency in mathematics. Literacy is also an issue. Students need competency in these basic skills that are relevant to specific trades.

This Initiative recognizes the need to provide career activities for rural residents in this age group to advance their education and skill development. Among these are students who have dropped out of school and would benefit from programs that integrate academic and occupational learning along a career path.

This Initiative will fund promising activities such as career academies, school-to-apprenticeship programs, cooperative education, and postsecondary education related to employment.

This Initiative recognizes that strong partnerships and shared investments are the key to successful career building efforts, and that communities and employers can utilize schools, training centers, and workplaces as active learning environments.

APPLICATION INFORMATION

- **Eligible Entities:** Applicants may be non-profit or for profit organizations, educators, industry trainers, involved employers, or community services agencies. Applicants must have the capacity, or must identify the contractor, subcontractor, partners or other entities that will provide or facilitate the training described in this solicitation.
- **Funding:** A maximum of **\$600,000** is available for this solicitation. Awards under this solicitation are dependent upon receipt of funds from the Denali Commission. Funding requests should not exceed **\$150,000** per applicant. Funding requests must be reasonable, practical, and funds must be available. A **10%** cash match is required. A maximum of **5%** will be allowed for administration or indirect costs to administrator the training project. Funding must not supplant other funding.
- **Application Deadlines:** Applications must be physically received at the Division of Business Partnerships' Anchorage office (address on cover) no later than **5:00 PM (AST)** on **June 30, 2005**. One signed original suitable for copying, and one back-up copy on a diskette or CD compatible with Microsoft Word and Excel is required. No fax or electronic copies will be accepted.

Applications must be typed, one-sided, 1.5 spacing, paginated, unbound, and non-reduced on plain white, letter size paper with 1-inch margins. Applications must be complete at the time they are submitted.

- **Non Responsive Applications:** Applications that arrive after the deadline, do not use the application format provided by the Division, or do not follow the instructions provided by the Division will be considered non-responsive and will not be reviewed or considered for funding. Applications from entities that have been debarred or suspended by the state or federal government will not be considered.
- **Application Review:** Applications will be evaluated by a review committee appointed by the Division and approved by the Denali Commission. Applications will be evaluated according to the information provided in the application, and the evaluation criteria specified in this grant application packet. The Division may request additional information from applicants during the review process if it is needed to make funding recommendations. All grants awards are subject to approval by the Denali Commission.
- **Award Process:** Award decisions will be based on the highest scoring applications that best meet the intent of these funds. Awards will not be made to an applicant that scores an average of less than 70 points during the evaluation. Funding will be contingent upon the availability of funds. Any remaining funds will be returned to the Denali Training Fund for future projects that meet the intent of the Denali Commission. Submission of an application does not in any way, express or implied, commit the State of Alaska, the Department of Labor and Workforce Development, and the Denali Commission to make funding available to applicants. The Division reserves the right to reject any or all applications.

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- **Timelines:** All approved projects will begin upon execution of a grant agreement and should be completed on or before **June 30, 2006**. Applicants should expect their projects to start no earlier than July 15, 2005. If approved by the Division and the Denali Commission, an extension may be awarded after **June 30, 2006** and a new grant agreement will be executed in July 2006.
 - **Appeals:** Appeals must be made in writing to the Director of the Division of Business Partnerships within ten days after the receipt of notice of award or denial. The Division will respond within thirty days and the decision will be final and conclusive.

At a minimum, an appeal must include the name, address and telephone number of the protester; the signature of the protester or his/her representative; identification of the grant application and Request for Grant Application solicitation at issue; a detailed statement of the factual grounds of the protest (including copies of relevant documents); and a description of the relief requested by the protester.

- **Due Diligence:** Applications that are recommended for funding will undergo a Due Diligence review before a grant is executed. The purpose of the review is to ensure the entity is capable of receiving and administering public funds in a legal, accountable and responsible manner. Procedures include, but are not limited to verification of: a current business license; adequate insurance coverage; good standing with the Department of Community and Economic Development, if applicable; lien-free status in the state accounting system; and, status with other divisions of the Alaska Department of Labor and Workforce Development, such as worker's compensation, unemployment insurance, wage and hour, and occupational safety and health.

Additionally, the state will verify the applicant's status with the Alaska Commission on Postsecondary Education and will review the applicant's most recent audited financial statements. Special arrangements may be made for maintaining confidentiality of proprietary information, such as business financial statements.

Failure to pass the Due Diligence review may result in the revocation of the award, regardless of the review team's evaluation and ranking.

- **Grant Agreements:** The Division will negotiate appropriate terms and conditions of the grant agreement with successful applicants as soon as possible after the awards are approved. These negotiations may include funding levels, performance levels, and assignment of any conditions to a grant award the Division deems as prudent and in the best interest of the Denali Commission and the Division. The Division reserves the right to negotiate specific performance measures with successful applicants. All grant agreements will be on a cost reimbursable basis unless other arrangements are approved by the Division.

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- **Prior Costs:** Costs incurred by the applicant prior to execution of the grant agreement are the sole responsibility of the applicant. These costs include application preparation and submission. No project activities should begin prior to the full execution of a grant agreement.
 - **Eligible Participants:** Eligible participants for training projects will be youth between the ages of 16 to 24 and must be residents of a rural Alaskan community or region. For the purposes of the Denali Youth Initiative, a resident is defined as an individual with a permanent address in a rural/remote Alaska community who intends to maintain residence in the community.
 - **Participant Reporting:** During the grant project, the Grantee will submit a list of participants in training, which will include a one-page Management Information System form and a Consent and Release form to be signed by each participant. The Division will provide these forms to the Grantee at the time the grant is executed. The forms, to be completed before the end of the project, will include the participant's name, social security number, address, training received and employment status.
 - **Regional and Community Support:** All projects must demonstrate regional and community support and consensus. This may be established by resolutions, letters of support, assurance from regional organizations, local governments, contractors, subcontractors or other agencies involved in the support of training and employment opportunities that result in providing a skilled workforce for jobs in rural communities.
 - **Insurance:** The Division requires that the Grantee verify that they have and will maintain the insurance coverage specific to their project throughout the entire term of the grant. Current certificates that provide proof of insurance must be furnished to the Division prior to beginning grant projects. The Division also requires Grantees to provide and maintain Worker's Compensation Insurance for all employees engaged in grant activity. The Grantee must ensure Worker's Compensation coverage is obtained for any sub-contractor that provides grant services.

Grantees must also have comprehensive general liability insurance with coverage limits of at least \$300,000 combined single limit per occurrence. It shall include coverage for the premises and operations, independent contractors, and products, property damage, blanket contractual and personal injury.

- **ADA:** The Department complies with the Americans with Disabilities Act. Auxiliary aides and services are available upon request to individuals with disabilities. To make arrangements for auxiliary aides or services, please contact the Division no later than 15 business days prior to the application deadline.

APPLICATION EVALUATION POINTS

A Review Committee will review and score each application based on the evaluation criteria below:

Project Description	=	25 Points
Outcomes and Results	=	30 Points
Budget and Budget Narrative	=	25 Points
Organization Qualifications	=	20 Points
Total Possible Points	=	100 Points

EVALUATION CRITERIA - Category/Points:

Project Description - 25 Points

- Prepare a complete, clear and adequate description of the overall proposed training and a description of the activities that will be undertaken and accomplished.
- Describe the feasibility of the project.
- Provide demonstration and documentation of regional and community support and consensus for the training.
- Describe the recruitment and screening methodology, and delivery plan for proposed services and intended results.
- Describe the basic skills and work readiness component to include mathematics and writing skills relevant to the proposed training.
- Describe the curriculum that will be used.
- Describe the thoroughness and appropriateness of the proposed training and related activities.
- Describe the physical location, start and end dates of each component of the training activities, timelines and the expected outcomes.

Outcomes and Results (30 points)

- Describe how the project will lead to employment related to rural infrastructure, increase community service value, invest in training to make youth employable, and make a connection to employment upon completion.
- Describe any credentials and/or certificates that students will earn upon completion.
- Describe the proposed outcomes. Describe how details of the outcomes will be obtained, who will obtain them, and when they will be obtained. Possible outcomes include:
 - Number of youth employed in unsubsidized employment;
 - Number of youth accepted in an apprenticeship program;
 - Number of youth entering into postsecondary training; or
 - Number of youth remaining in or returning to school to attain their high school diploma or GED.

Budget and Budget Narrative (25 points)

- Complete the budget line items in the appropriate categories in the Budget section of the Application Packet. Other matching funds should include the private and public **10%** required cash match and any additional in-kind contribution. Description of the match should be identified in the budget narrative and verification of the match should be provided as an attachment.
- The reasonableness of proposed costs relative to activities and services provided is a critical part of the grant application evaluation. Clear, complete, and concise cost information provided in the budget narrative strengthens an application. The budget narrative must explain how costs are derived and which service (or activity) is supported by each cost.
- Organizations with established rates, tuition, or fees for like services for the general public should explain any difference in fees for the public and the fees listed in the proposal, if differences exist.
- Leveraging other resources is encouraged. In the budget narrative demonstrate how this application leverages beyond the required match, but does not replace, displace, or compete with other public funds available for like services.

Note: The Review Committee is not required to recommend for award the lowest cost applications.

Organization Qualifications (20 points)

- Describe the history, mission and location of your organization.
- Describe prior grant experience, or similar work and evidence of knowledge for providing services similar to those requested in this application.
- Describe successes of prior experience. Provide evidence of satisfactory financial management and administrative capacity.
- Identify individual(s) who will be responsible for the project management and grants administration. Describe the qualifications and experience of those who will be conducting the project and attach resumes. If these individuals are not employees of the applicant, describe their relationship with the organization.
- Identify any sub-contractors that will be working on the project and describe their history, mission and prior experience.

APPLICATION PACKET

The attached application packet should contain the necessary information detailed by the categories identified in the Evaluation Criteria section of this solicitation. Additional information such as curriculum, resumes, published tuition, rates and fees, standard training plans, budget bids/quotes from contractors/consultants, resumes, and documentation of other funding match and leverage, etc., should be in the form of attachments compiled in an organized manner.

The Cover Page should provide an “at a glance” overview of the entire training program. The Certification must be signed by someone in the organization authorized to enter into a legal agreement with the State of Alaska. The attached form must be used as the cover page for your application.

Grant Application Packet
DENALI YOUTH INITIATIVE

Organization _____

Mailing Address _____

Contact Person _____

Telephone/Fax Numbers _____

E-mail Address _____

Business License/IRS I.D.# _____

Application Summary:

Describe the Training:

Number of Youth to be Trained	_____
Total Cost Per Person	_____
Occupation/Trades Involved	_____

Amount of Funds Requested	_____
Matching and In-kind Contributions	_____

Total	_____
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Certification

I have received and understand the terms, conditions, and procedures of the Denali Youth Initiative and agree to meet any Federal and State requirements if selected for funding. I certify that all information contained in this application and any attachments is true and accurate and understand that falsification of information may be cause for application non-review or award revocation.

Authorized Signature Date

Printed Name and Official Title

PROJECT DESCRIPTION (see page 6)

OUTCOMES AND RESULTS (see page 6)

BUDGET AND NARRATIVE (see page 7)**Line Item Budget**

Cost Category	Grant Request	Other Funds (Specific Match—cite amount and source— or In-kind)	Project Total
Personal Services			
Travel			
Contractual			
Supplies			
Equipment			
Other			
Grant Request Subtotal			
Administration (may not exceed 5% of Grant Request Subtotal)			
TOTALS			

Budget Narrative

ORGANIZATION QUALIFICATIONS (see page 7)